

Town of Dighton

Community Preservation Act (CPA)

Application Process

The Dighton Community Preservation Committee (CPC) looks forward to working with members of the town community in the development of projects -- small and large -- to enhance our town with CPA funds. If you have a project idea, be sure to inform yourself about the legal requirements as well as the inspiring possibilities of the CPA by visiting www.communitypreservation.org. On this website, the documents "Potential Uses of CPA Funds" and "Community Preservation Fund, Budgeting and Finance Issues" are especially useful. In addition, please feel free to attend our monthly scheduled meetings at the town hall if you need further information or you have any questions.

ROAD MAP FOR SUCCESS....

There are 4 major milestones in receiving funding approval from the Dighton CPC:

- a. A request for determination of eligibility. Upon approval..
- b. A formal application for funding. Upon Approval...
- c. Inclusion of an article submitted by the CPC on the Dighton Annual Town Meeting (ATM) Warrant.
- d. Acceptance by the Town at the Annual Town Meeting

a. Eligibility Approval.

This initial document (***CPC Doc 1A included***) will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance for presentation for approval to the Town Meeting when all required process steps are completed by the CPC. The CPC meets regularly on the 4th Monday of each month at the Town Hall. Applications (10 copies) must be submitted by the 4th Monday of the previous month for consideration at the regular monthly meeting of the current month. The Committee may request that you present your idea at a meeting. These deadlines may be waived if an unexpected opportunity arises with a narrow time window for closure.

Deadline: Submit anytime, but as soon as possible,

b. Application for Funding.

If the Committee agrees that your proposal is eligible, complete the application for funding (**CPC Doc 1B**) as soon as possible. The Application Form and Instructions will be provided at this time. .

Deadline: Last business day in _____ for consideration at the next Dighton Town Meeting (usually scheduled in late spring of the next calendar year)

Review process. Projects will be evaluated and prioritized using the criteria attached to the application form. The Committee will review all applications and schedule public hearings to discuss each proposal with applicants and any other interested parties. These discussions may lead to the need for proposal revisions. The CPC anticipates that the vote to recommend/not recommend will be taken at the Committee's meeting in _____.

c. Warrant Article Submission

The CPC must vote to recommend proposals before the article can be placed on the warrant. The CPC will coordinate with the Dighton Town Clerk to ensure proper procedural wording and approvals of this article.

d. Town Meeting Approval.

Each project must be approved at the Dighton Town Meeting (TM).. The Meeting can approve, reduce or reject recommended amounts for a project, by majority vote. The initial project requestor or a designee must be present at the TM to answer specific questions or provide any justifications requested from the floor.

Post Approval Actions...

- 1. Project Implementation.** CPA funds for TM approved CPA warrant articles will be available during the next fiscal year following the TM, subject to the satisfaction of any conditions or procedures established by the Committee at the time of approval.

2. **Requesting Payment.** Invoices for work completed or for funds allocated to grantees on approved projects should be submitted to the CPC for authorization for payment together with a Project Status Report prepared according to Application for Funds (see step b. above).

Special Case Applications...

With the approval of the Dighton CPC, other timelines may be created in order to bring proposals to a Special Town Meeting or if special opportunities arise which, assuming approval, cannot be met using the timelines defined above. The Committee encourages the year-round submission of Applications for Eligibility using the standard timelines. Strict justification for requests to shorten these timelines will be required of the applicant.

Any Board or Committee who submits any application for eligibility to the CPC shall submit a copy of the meeting minutes of that board or committee as approved stating as such along with the application for eligibility. VOTED: UNANIMOUS 27 January 2014

Revised on 28 January 2014

Revision 19 February 2015

Any application for eligibility submitted on behalf of a committee or organization must be accompanied by a copy of that committee or organizations minutes authorizing the submission of the application to the CPC